

Brookhaven National Laboratory/ National Synchrotron Light Source				
Course Code:	LS-WCC-BRIEF	Course Length:	30 minutes	
Course Name:	NSLS Work Control Coordinator Briefing			
Subject:	Work Planning and Controls			
Document No:	LS-TRN-0201	Revision	A	Revision Log
Effective	12-22-2005	Re-qualification	Every 3 years	
Prepared by:	A. Boerner, A. Ackerman	WC Manager:	A. Boerner	
Maintained by:	M. Corwin	Approved by:	W. Casey	
Qualified Trainers:	A. Boerner, G. Van Derlaske			
Purpose	This briefing is required for all NSLS Work Control Coordinators (WCCs) who carry out work planning functions at the NSLS.			
Instructions (Initial Briefing only)	The Work Control Manager (WCM): <ul style="list-style-type: none">o Reviews information below with the WCCo Prints and completes this formo Determines which Job Training Assessments (JTA) to assign to the WCCo Signs the form and obtains WCC signatureo Forwards form to NSLS Training Coordinator (Bldg. 725B)o Requests update to BNL Work Control Coordinators List			
Instructions (For re-qualification)	The Work Control Coordinator: <ul style="list-style-type: none">o Reviews information belowo Prints, completes, and signs this formo Forwards form to NSLS Training Coordinator (Bldg. 725B)			

General

- ☐ Subscribes to [Lessons Learned](#)
- ☐ Familiar with the [Work Control](#) and [ESH staff](#) and their role in Work Planning
 - o Ackerman, Andrew Safety Officer (Lead issues)
 - o Aloï, John ESH Specialist (Work Permit Primary Reviewer)
 - o Bauer, Deborah ECR (Environmental and Waste Stream issues)
 - o Boerner, Al Work Control Manager
 - o Chmiel, Bob Safety Engineer (Work Permit Primary Reviewer backup)
 - o Foster, Nathaniel RCD Rep (Radiological issues)
 - o VanDerlaske, Gerry NSLS Complex Building Manager
 - o Kiss, Bob NSLS Building Manager, Alternate
 - o Singh, Pooran DUV-FEL Building Manager, Alternate
 - o Weilandics, Chris IH Rep (Industrial Hygiene issues)

Work Planning & Control

- ☐ Reviewed work planning requirements: [NSLS-PRM-1.3.6](#) and [SBMS Work Planning and Controls for Operations](#) subject area (WP&C)
 - o Review requirements for screening work ([Screening Guidelines](#))
 - o Skill of the worker
 - o Low/Low/Low permits (one page)
 - o [Committee review](#)
 - o [Log book sheets](#) (Generated work permits; feedback)
- ☐ Limits coordination to jobs for which he/she understands the nature and scope of the work being planned ([Area WCC's](#))
- ☐ Understands and utilizes the [ISM Core Functions and Guiding Principles](#)
 - o Define scope, analyze hazards, implement controls, work within controls, feedback and improvement
 - o Line management responsibility, clear roles and responsibility, competence commensurate with responsibility, balance priorities, standard based, tailored controls, authorization
- ☐ Knows when and how to use an [electronic work permit](#), standing work permit, Standard Operating Procedures (SOP's), and [Safety System Work Authorizations](#)
- ☐ Has reviewed [Job Risk Assessments](#) (JRA's) and [Facility Risk Assessments](#) (FRA's) pertinent to his/her work
- ☐ Has reviewed the pertinent [NSLS OHSAS](#) listing of activities, activity training analysis, and [worker qualification matrices](#)

The only official copy of this file is the one on-line in the NSLS website. Before using a printed copy, verify that it is the most current version by checking the document effective date on the NSLS website.

- ☐ Attends routine maintenance meetings when necessary
- ☐ Understands that he/she will need to attend periodic WCC meetings to keep up-to-date with work planning issues and requirements
- ☐ Coordinates tasks with: other trades, tenants, operations, utilities, research, and others that may be affected by each job

ESH

- ☐ Has reviewed the [NSLS EMS](#) (BNL ISO 14001) program and understands the aspects of that program pertinent to his/her work
- ☐ Has reviewed the [NSLS OHSAS](#) 18001 program and understands the aspects of that program pertinent to his/her work
- ☐ Maintains awareness of typical hazards in his/her work areas
- ☐ Understands the typical occupational safety concerns at the NSLS
 - o Egress
 - o Elevated work (working surface above 4 feet)
 - o Personnel Protective Equipment
 - o Material Handling/Rigging
 - o Welding concerns
 - o Housekeeping
 - o Electrical
 - o Security Property Protection areas (PPA's) Rooms: 1-161A, 2-101, 2-152A, 2-191A
- ☐ Understands the typical industrial hygiene concerns at the NSLS
 - o Lead (Ackerman)
 - o Be (Gmur)
 - o Solvents (Aloi)
 - o Oils (Aloi)
 - o Noise (Gmur)
 - o Lasers (Weilandics)
- ☐ Understands the typical health physics concerns at the NSLS (contact FS Rep, Nate Foster)
 - o Controlled areas
 - o Radiation areas
 - o Activation areas
 - o Posting
 - o Dosimetry
 - o PAAA violation

Signature conveys that you have read and understand this information and agree to abide by the these and all other safety rules, procedures and requirements that you may be informed of.

Course Code:	LS-WCC-BRIEF		
WCC Name (print):		WCC Signature:	
WCC BNL Life No.:		Date Completed:	
JTAs:	Assign the following JTA(s) to WCC (at least one GE and one LS JTA must be assigned):		
	<input type="checkbox"/> GE-10A <input type="checkbox"/> GE-10B <input type="checkbox"/> GE-10C <input type="checkbox"/> GE-10D <input type="checkbox"/> GE-10E <input type="checkbox"/> GE-11 <input type="checkbox"/> LS-06	Work Control Coordinator//Manager - Level I Non-Radiological Work Control Coordinator//Manager - Level II-Radiological (GERT) Work Control Coordinator//Manager - Level III (RW-I) Work Control Coordinator//Manager - Level IV (RW-I/Contamination) Work Control Staff Experimental Review Coordinator/Work Planning Role LS Work Control Coordinator	
WCM Name (print):		WCM Signature:	

For Use by Training Coordinator for Data Entry and Retention:

Date Entered Into BTMS:		Date JTA(s) Assigned:	
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